

भारत सरकार  
Government of India  
कृषि एवं किसान कल्याण मंत्रालय  
Ministry of Agriculture & Farmers Welfare  
कृषि एवं किसान कल्याण विभाग  
Department of Agriculture and Farmers Welfare  
**राष्ट्रीय जैविक एवं प्राकृतिक खेती केंद्र**  
**NATIONAL CENTRE FOR ORGANIC AND NATURAL FARMING**  
हापुड़ रोड, कमला नेहरू नगर, गाजियाबाद-201002/Hapur Road, Kamla Nehru Nagar, Ghaziabad-201002.  
Web : <https://nconf.dac.gov.in> Email : [nbdc@nic.in](mailto:nbdc@nic.in) 0120-2764906, 2764212

फ़ा. संख्या 2-1/2018-एनसीओएनएफ/

दिनांक : 13.06.2024

**Vacancy Circular**

**Sub: Filling up of Two posts of Staff Car Drivers (Ordinary Grade) on deputation/absorption basis in the Level-2 of Pay Matrix, Rs. 19900-63200/- (as per 7<sup>th</sup>CPC) -regarding**

It is proposed to fill up two posts of Staff Car Drivers (Ordinary Grade) in the Level-2 of Pay Matrix, Rs. 19900-63200/- (as per 7<sup>th</sup>CPC) in National/Regional Centre for Organic & Natural Farming, Ghaziabad a Sub-ordinate Office under the administrative control of Department of Agriculture & Farmers Welfare) on deputation/absorption basis.

**2. Eligibility Conditions: -**

**(I) Deputation or absorption:**

From amongst the regular Group 'C' employees in Pay Band- 1, Rs.5200-20200/- plus Grade Pay of Rs.1800/- (pre-revised as per 6<sup>th</sup> CPC) in the National Centre for Organic & Natural Farming, Ghaziabad including its Regional Centres and Central Fertiliser Quality Control & Training Institute, Faridabad including its Regional Laboratories, who possess valid driving license for motor cars on the basis of a driving test to assess the competence to drive motor cars, failing which from officials holding the post of Dispatch Rider on regular basis or regular Group 'C' employees in Pay Band-1, Rs.5200-20200/- plus Grade Pay of Rs.1800/- (pre-revised as per 6<sup>th</sup> CPC) in other Ministries of the Central Government, who fulfill the necessary qualifications as mentioned below:-

**Essential**

- (i) Possession of a valid driving license for motor cars;
- (ii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicle);
- (iii) Experience of driving a motor car for at least 03 years; and
- (iv) Pass in 10<sup>th</sup>Standard from a recognized Board.

**Desirable** - Three years' service as Home Guard or Civil Volunteers.

Contd.....

**(II) Deputation or Re-employment for Armed Forces Personnel:**

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

**Note:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation or absorption shall be "not exceeding fifty-six years" as on the closing date of receipt of applications.

**3. Duties and Responsibilities attached to the posts: -**

To drive the office vehicle and rectify/repairing small faults if there during driving the vehicle.

**4. Regulation of pay and other terms of deputation: -**

The pay of the candidate selected for appointment on deputation basis will be regulated in terms of DoPT's O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

**5. Age limit: -**

The maximum age limit for appointment by deputation or absorption shall be "not exceeding fifty-six years" as on closing date of receipt of application.

**6. Period of deputation: -**

Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

**7. Place of posting: -**

Regional Centre for Organic & Natural Farming, Nagpur and Ghaziabad.

**8.** Applications of only such candidates will be considered as are routed through proper channel and are accompanied by (i) Bio-data (in duplicate) as per proforma Annexure-I, (ii) Photocopies of APARs for last 5 years attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level and (iii) Certificate from the employer that particulars furnished by the candidate are correct and he/she possesses educational qualifications and experience mentioned in vacancy circular/advertisement and certificates regarding Vigilance Clearance, Integrity and Major/Minor penalty at the end of the Bio-data.

9. Complete advertisement, Bio-data format(Annexure-I) and certificate format for VC, IC etc. can be downloaded from the National Centre for Organic & Natural Farming's website: <https://nconf.dac.gov.in> or Department of Agriculture & Farmers Welfare's website: "www.agriwelfare.gov.in(link-recruitment)".

10. Applications of willing, suitable and eligible candidates and who can be spared immediately in the event of their selection may be sent to the Director, National Centre for Organic & Natural Farming, Hapur Road, Kamla Nehru Nagar, Ghaziabad (U.P.) - 201002 within a period of 60 days from the date of publication of the advertisement in the Employment News/Rojgar Samachar. **Applications not forwarded through proper channel or those received without requisite certificates and necessary documents will not be entertained.**

The candidates from the Central Government shall only be considered for absorption.

The crucial date of determining eligibility will be the last date for receipt of applications.

11. Advance copies of applications or those received after the prescribed closing date or not accompanied by supporting certificates/documents in support of qualifications and experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection and shall be liable to be rejected.

12. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

13. The vacancy may kindly be given wide publicity in your Department/Organization.

  
(Dr. Gagnesh Sharma)  
Director

Copy to:

1. All Ministries/Departments, Government of India. It is requested that the vacancy circular may please be circulated in their Attached/Sub-ordinate offices.
2. All Attached & Sub-ordinate offices under the Department of Agriculture & Farmers Welfare.
3. The Director, Central Fertiliser Quality Control & Training Institute, Faridabad(Haryana) - with the request to circulate the vacancy circular to all the Regional Fertiliser Control Laboratories of CFQCTI.
4. Regional Director/HOO, Regional Centre for Organic & Natural Farming, Bangalore/Nagpur/Ghaziabad/Bhubaneshwar/Imphal – For circulation.
5. Notice Board of NCONF, Ghaziabad.
6. NIC for uploading on official website of DA&FW.

**PROFORMA FOR APPLICATION FOR THE POST OF DRIVER (ORDINARY GRADE) IN NATIONAL CENTRE FOR ORGANIC & NATURAL FARMING, DEPARTMENT OF AGRICULTURE & FARMERS WELFARE ON DEPUTATION/ABSORPTION BASIS**

|  |   |   |   |
|--|---|---|---|
| 1.   | Name & address (in block letters) with Contract No. and e-mail ID   | :   |   |
| 2.   | Date of Birth (in Christian era)  | :   |   |
| 3.   | I) Date of entry into service   | :   |   |
|  | II) Date of retirement under Central Government rules   | :   |   |
| 4.   | Whether educational qualifications required for the post are satisfied (if any qualifications have been treated as equivalent to the one prescribed in the rules, state the authority). |   |   |
| 5.   | Essential qualification & experience required as mentioned in the vacancy circular  | :   | Qualifications/experience possessed by the official |
| <b>Essential</b>   |   | <b>Essential</b>                                  |   |
| <p><b>A) <u>Qualification/ Experience:</u></b></p> <p>(i) Possession of a valid driving license for motor cars.</p> <p>(ii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicle).</p> <p>(iii) Experience of driving a motor car for at least 03 years; and</p> <p>(iv) Pass in 10<sup>th</sup> Standard from a recognized Board.</p> <p><b>Desirable:</b> Three years' service as Home Guard or civil Volunteers.</p> |   | <p><b>A) <u>Qualification/Experience:</u></b></p> |   |
| 6.   | Date of issue of driving licence & its validity   | :   |   |
| 7.   | Please state whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience to the post.  | :   |   |
| 8.   | Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature if the space below is insufficient.  |   |   |

| Office/<br>organization            | Post held on<br>regular<br>basis  | From  | To | Pay Level<br>/Pay Band<br>& Grade<br>Pay of the<br>post held<br>on regular<br>basis              | Nature of duties<br>required for the<br>post applied |
|------------------------------------|---|---|----|--|--|
|                                    |   |   |    |  |  |
|                                    |   |   |    |  |  |
|                                    |   |   |    |  |  |
| 9.                                 | Nature of present employment i.e. ad-hoc or Temporary or Quasi-Permanent or Permanent   |   |    | :  |  |
| 10.                                | In case the present employment is held on deputation basis please state   |   |    | :  |  |
| a) The date of initial appointment | b) Period of appointment on deputation  | c) Name of the present office/organization to which the applicant belongs |    | d) Name of the post and pay of the post held in substantive capacity in the present organization |  |
|                                    |   |   |    |  |  |
|                                    |   |   |    |  |  |
|                                    |   |   |    |  |  |
| 11.                                | If any post held on deputation in the past by the applicant, date of return from the last deputation and other details            |   |    | :  |  |
| 12.                                | Additional details about present employment   |   |    | :  |  |
| 13.                                | Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade                 |   |    | :  |  |
| 14.                                | Are you in revised scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale |   |    | :  |  |

|     |   |   |                  |
|-----|---|---|------------------|
| 15. | Total emoluments per month now drawn  | : |                  |
|     | Level in Pay Matrix   |   | Total emoluments |
| 16. | Additional information, if any, relevant to the post you applied for in support of your suitability for the post. | : |                  |
| 17. | Please state whether you are applying for Deputation(ISTC) / Absorption/ Re-employment basis                      | : |                  |
| 18. | Whether belongs to SC/ST/OBC  | : |                  |

I hereby carefully gone through the advertisement and well aware that the information furnished as above duly supported by the documents in respect of required qualification and experience by me will also be assessed by the Selection Committee at the time of selection of the post. The information/details provided by me are correct and true to the best of knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Place :

(Signature of applicant)

Date :

**Certificate by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience as mentioned in the advertisement. If selected, he/she will be relieved immediately.

2. Also certified that: -

- i) There is no vigilance or disciplinary case pending/contemplated against Shri / Smt. \_\_\_\_\_.
- ii) His/Her integrity is certified.
- iii) His/Her APARs in original are enclosed / photocopies of the APARs for the last five years duly attested by an officer of the rank of Under Secretary or equivalent of the Government of India are enclosed.
- iv) No Major/Minor penalty has been imposed on him/her during the last 10-years or a list of major/minor penalties imposed on him/her during the last 10-years is enclosed (as the case may be).

(Countersigned)  
Employer/Cadre Controlling Authority with seal